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# Candidate Brief

for the position of

## Head of Procurement and Contracts - MetroLink

### Transport Infrastructure Ireland

November 2023

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# Introduction

Thank you for your interest in the position of Head of Procurement & Contracts for the MetroLink Programme in Dublin with Transport Infrastructure Ireland (TII).

This is an exciting opportunity to be part of the leadership team on the largest ever transport infrastructure project undertaken in Ireland.

MetroLink is a transformative piece of public transport infrastructure and will be Dublin's first metro railway. The system will offer a high-capacity, high-frequency metro railway with 16 new stations from Swords to Charlemont. It will interlink with multiple transport networks, including Dublin Airport, Irish Rail, DART, Dublin Bus, and Luas, promoting a seamlessly integrated transport experience for the Greater Dublin Area.

The majority of its 19km route is underground, marking a paradigm shift for Irish public transport. Upon launch, MetroLink will provide trains every three minutes during peak times, with expected annual ridership of 53 million passengers, providing unprecedented convenience of travel to passengers.

The Head of Procurement & Contracts will serve as the designated representative of TII in overseeing all procurement and contractual operations within the supply chain for the MetroLink programme.

Your responsibilities will include spearheading the strategic advancement of procurement practices, with the aim of optimising cost-effectiveness and ensuring adherence to EU regulations. This will be achieved through fostering best practices throughout the programme and enhancing capabilities across the national market.

This Candidate Information Document will introduce TII and give some insight into its strategic priorities, values and mission. It will detail the Head of Procurement & Contracts role, main duties and responsibilities, the person and key competencies required. This document will also detail eligibility criteria for this post, provide an overview of the principal conditions of service and the recruitment process. One of the main objectives of this document is to provide insight into TII, the Dublin MetroLink Project and the expectations of the new Head of Procurement & Contracts.



# TII Overview

TII was established through a merger of the National Roads Authority and the Railway Procurement Agency under the Roads Act 2015, with effect from August 2015.

TII's primary function is to secure the provision of a safe and efficient network of national roads and light rail and metro infrastructure for the state.

TII works to provide high quality transport infrastructure and services, delivering a better quality of life and supporting economic growth across Ireland.

## Purpose

TII exists to fulfil an important purpose of national strategic significance, touching the lives of citizens and visitors alike on a daily basis. TII's purpose is to provide sustainable transport infrastructure and services, delivering a better quality of life, supporting economic growth, and respecting the environment.

## Vision

In fulfilling its mission, TII strives towards three over-arching aims which, taken together, represents its vision:

- To be leaders in the delivery and operation of sustainable transport infrastructure and services.
- To ensure that Ireland's national road and light rail infrastructure is safe and resilient, delivering better accessibility and sustainable mobility for people and goods.
- To be recognised as an organisation that values its people, customers, partners and the environment.

## Values

TII's way of working reflects its core values shared and promoted among all TII team members:

**Sustainability:** TII prioritises sustainability in our decision making, playing our part in addressing the climate and biodiversity crises

**Collaboration:** TII fulfils its mission through effective teamwork, communication, and partnership.

**Innovation:** TII seeks to create value relevant to its mission through the application of new and better solutions.

**Integrity:** TII inspires trust through honesty, fairness and accountability.

**Spirit of Public Service:** TII is dedicated to providing quality service and value for citizens and visitors to Ireland.



## Strategy

TII's Statement of Strategy sets out the strategic objectives and actions to which TII is committed for the period 2021 to 2025 against the backdrop of TII's national road and light rail related remit and Government priorities.

## Strategic Goals



## Useful References:

Statement of Strategy: [TII Statement of Strategy 2021-2025](#)

# Scheme Overview

MetroLink is a transformative piece of new public transport infrastructure, the first of its kind in Ireland. It will comprise a high-capacity, high-frequency, modern and efficient metro railway, with 16 new stations running from Swords to Charlemont. The alignment will link Dublin Airport, Irish Rail, DART, Dublin Bus and Luas services and create a fully integrated public transport network for the Greater Dublin Area (GDA).

As well as linking major transport hubs, MetroLink will connect key destinations including Ballymun, the Mater Hospital, the Rotunda Hospital, Dublin City University (DCU) and Trinity College Dublin (TCD).

When MetroLink operations commence there will be trains every three minutes during peak periods. This can rise to a service every 90/100 seconds by 2060 if required. The system will be capable of carrying up to 20,000 passengers per hour in each direction. For comparison, current Luas Green Line services can carry circa 9,000 passengers per direction per hour.

A short video on the programme can be found here: <https://vimeo.com/730404075>

When completed, passengers will be able travel from Swords to Dublin city centre in approximately 25 minutes and it is estimated that MetroLink will carry up to 53 million passengers annually. It will change the way people travel – and how people live.

Given the nature, scale, and complexity of the MetroLink Project, the MetroLink Directorate organisation structure and shape will need to be agile to the requirements of the delivery of the Project.

## Key Facts

- Automated metro system GoA4
- Overall Scheme Length: 19 km
- 2 major tunnels
- Central section at airport: 2.4 km
- Southern section to city centre: 10.1 km
- 16 Stations including 11 underground
- CAPEX Central Cost Forecast of €9.5bn (2022 prices, excl VAT)

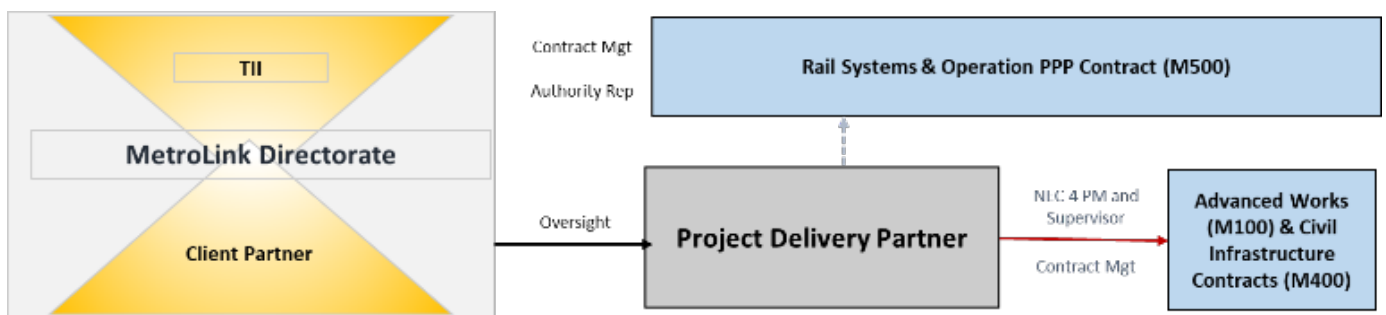


# MetroLink Structure

An Agile Client Model will be applied as follows:

- TII appointed personnel shall fulfil key leadership roles within the MetroLink Directorate, other roles within the Directorate are provided by TII and external organisations with relevant experience, skills, and resources.
- The MetroLink Directorate will operate in an integrated manner with two key

external partners with the necessary experience, qualified and skilled resources: the Client Partner, which will fill most roles in the MetroLink Directorate on a resource augmentation basis and the Project Delivery Partner (as outlined below). The MetroLink Directorate will also interface with TII Corporate in certain areas.



**MetroLink Directorate – Key Deliverables for Interim Period & Phase 1:**

- Mobilise Client Partner into the MetroLink Directorate as one team
- Onboard key MetroLink leadership resources
- Establish the MetroLink Directorate processes, procedures, systems etc.
- Review and familiarisation with the designs developed to date and requirements defined by the EIAR
- Produce Tender Design of Major Infrastructure Contracts
- Procurement of Major Infrastructure Contracts
- Procurement and mobilisation of Project Delivery Partner

**Project Delivery Partner**

- Oversee and act as the Project Manager for the M100 and M400 contracts, undertaking design assurance, contract management, construction supervision, construction assurance, interface management and stakeholder management
- Pre-fit out assurance prior to M400 handover to M500
- Systems installation assurance of M500
- Undertake construction supervision and assurance of the M500 contract upon commencement of the M500 works phase

**M100 / M400 / M500 Contracts**

- The M100 Contract is an Advanced Works Contract that include utility diversions, archaeological resolution, vegetation clearance and demolitions that will precede the main M400 series civil construction contracts
- The M400 series contracts for the base infrastructure comprise three, geographically-based, design-build contracts for the civil engineering and stations components, divided between the Southern (M401), the Central (M402) and the Northern (M403) sections
- The M500 is a single, availability-based, PPP contract for the delivery of alignment-wide systems, the automated train control metro system, trains, construction of P&R, depot and operations control buildings as well as 25-year of operations and maintenance of these assets

# Governance

The Government's Public Spending Code (PSC) for Public Transport Capital Projects is the overarching governance framework for the Metrolink Programme. Under the PSC, TII as Sponsoring Agency is responsible for the delivery of the Metrolink Programme.

The National Transport Authority (NTA) has overall responsibility for the Metrolink Programme and is an Approving Authority. As this Programme has an estimated capital cost in excess of €200 million, the Government is the ultimate Approving Authority for key decision gates with NTA performing the day-to-day role of the Approving Authority. TII is subject to NTA's Project Approval Guidelines.

The MetroLink Preliminary Business Case prepared by TII was approved by the NTA

Board for submission to the Department of Transport (DoT) and onwards submission to Department of Public Expenditure and NDP Delivery and Reform (DPENDR) for review.

In July 2022, the Government granted Approval in Principle to the NTA to enable the submission of a railway order application by TII to An Bord Pleanála in respect of the MetroLink Programme (Decision Gate 1).

Project specific Governance arrangements are in place and are currently under review, as planned, in preparation for the delivery phase of the project. The Head of Procurement & Contracts will report to the Programme Director.

# Provisional Timescales

Activity	Expected Date for Completion
Approval in Principle: Decision Gate 1	Jul 2022 (A)
Submit Railway Order Application	Sept 2022 (A)
Appoint Client Partner	Aug 2023 (A)
Detailed Project Brief and Procurement Strategy Submission	Q4 2023
Pre-Tender Approval: Decision Gate 2	Q1 2024
Tenders issued	2024/2025
Railway Order granted	Q4 2024
Start of Construction	2025
Commencement of passenger services	Early 2030s

(A) = Actual



# The Role

The Head of Procurement & Contracts will act as TII's representative for all supply chain procurement and contract activities for the delivery of MetroLink and will report to the Programme Director.

The role holder is accountable for leading the strategic development of procurement to maximise value for money and achieve compliance with national and EU legislation through the support and development of best practice across the programme and to create a legacy of improved capability across the national market.

The role holder oversees and leads the procurement and management of supply contracts to maximise economies of scale, balancing market risk and value on a whole life cost basis for the whole of MetroLink. As the professional discipline lead, the role holder will also be responsible for developing the policies, processes, systems and tools for procurement sourcing, contract and supplier performance management and assures their consistent deployment across the programme. Responsible for strategic performance management of the Client Partner, Project Delivery Partner and wider supply chain.



## Key Responsibilities

- Leading procurement and contracts management for MetroLink.
- Directing and guiding strategic procurement sourcing activities for large value, complex contracts which align with the corporate and market programme strategies to deliver market leverage.
- Leading the development, implementation and maintenance of a robust Supplier Relationship and Performance Management strategy.
- Realisation of the business case for MetroLink.
- Providing strategic direction for the Procurement & Contracts function of the programme including people / talent management and leading through change.
- Collaborating with other MetroLink functions to establish scope optimising client requirements, value for money and capacity for future development and whole life cost, enabling creation of market engagement strategies.
- Driving supplier engagement and performance improvement through the supply chain.
- Undertaking the resource planning and performance management for the Procurement & Contracts function.
- Establishing and embedding Procurement best practice / standard operating procedures.
- Ensuring full compliance with EU, Government and TII's Corporate procurement Guidelines.
- Ensuring procurement policy, processes and systems are implemented, monitored, and adhered to ensuring compliance with business governance.
- Leading the contract management function, establishing contract administration processes in conjunction with the Client Partner and Project Delivery Partner.
- Maintaining legal compliance across the programme and manage contracts with the support of legal, audit and finance.
- Supporting the Programme Director in stakeholder management for the Programme.
- Delivery of financial and non-financial value improvements through the management of wider supply chain.
- Leading engagement with the supply chain, Client Partner and Project Delivery Partner at all levels in order to create long term productive relationships, innovation, and alignment with MetroLink goals.
- Be a brand ambassador for MetroLink, mitigating and managing programme and operational risks.

*The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the role which may be assigned to them from time to time and to contribute to the development of the post while in office.*



## Person Requirements

Significant experience of providing strategic leadership and direction in Procurement and Contract Management within a large and complex organisation, preferably within construction or civil engineering industries.

### Required Experience:

- Development and implementation of Procurement strategy, aligned to the business programme target operating model.
- Broad understanding of how the wider Business organisation operates and its high-level strategies in order to influence them, to align with and create leading edge market strategies for the short, medium and long term.
- Guiding strategic high value procurement activities and evaluation, with an appreciation of whole-life cost.
- Project procurement and contract management at a senior level.
- Setting-up and leading Procurement & Contracts functions.
- Setting-up and leading Supplier Performance and Relationship Management programmes driving high value business performance through innovative supplier relationship strategies.
- Embedding Procurement & Contract Management Standard Operating Procedures.
- Extensive experience of a range of commercial agreements and legal awareness of contract risks, including experience of drafting complex and bespoke contract terms and commercial principles including supplies, services and framework agreements.
- Bespoke / NEC / FIDIC terms and conditions.
- Contract negotiation, administration, assurance, and cost management.

- Risk, Opportunities & Value Management.
- Delivery of procurement management on behalf of public bodies.
- Deploying Resources (organisation/people).
- Operating within multi-million Euro/or equivalent programmes.
- Understanding of EU public procurement rules is desirable.
- Experience of supply chain management across the different categories of the Construction market
- Embedding organisations in new ways of working.
- Experience gained within safety critical infrastructure environments such as metro/ rail and PPP experience would be desirable.

## Qualifications

- BA / BSc / BEng Hons in relevant discipline (e.g. Construction, Engineering, Project Management)
- MA / MSc in a relevant discipline is desirable.
- Full membership of a relevant chartered institute is desirable e.g. CIPS, IEI, ICE, RICS, APM, CIOB.

## Core Competencies

- Leading Others
- Managing for Results
- Communications and Managing Relationships
- Establishing Strategy, Vision and Purpose
- Building Partnerships & Stakeholder Relationships
- Judgement and Systematic Perspective
- Professional Integrity and Values

A further description of the core competencies is outlined below.

# Principal Conditions of Service

The following is an overview of the benefits package on offer with this role - a good salary and comprehensive benefits package will be offered to secure the chosen candidate:

- **Salary:** TII seeks to appoint a suitably qualified and experienced candidate to the post and recognises some candidates will be currently based internationally.

The grade for this position is Deputy Secretary. The salary for this grade is dependent on whether the appointee is newly recruited to the civil or public service or is an existing civil or public servant appointed before or after 6th April 1995:

- New public servant appointee/existing public servant, appointed since 6 April 1995 - Personal pension contribution (PPC) rate: €202,026.
- Existing public servant, appointed pre 6 April 1995 - Non - Personal pension contribution (Non-PPC) rate: €191,924

## Important note relating to salary:

The rate of total remuneration may be adjusted from time to time in line with Government pay policy as applying to public servants generally.

- **Relocation:** A once off payment for vouched relocation expenses subject to an overall limit (applicable to overseas candidates only).
- **Pension** – Single Public Service Pension Scheme (SPSPS) – a defined benefit pension

scheme based on a career average.

- **Annual Leave** – 30 days plus Irish bank holidays
- **Tenure** - The appointment will be on a fixed term basis (e.g., a specified purpose contract)\*<sup>1</sup>
- **Location** -The headquarters of TII are in Parkgate Business Centre, Parkgate Street, Dublin 8, D08 DK10.

<sup>1</sup> This appointment carries no entitlement to permanent status or permanent employment.



# The Recruitment Process

Newsom Consulting, in partnership with Steering Point, have been appointed by TII to manage the executive recruitment for the senior TII employed positions on the MetroLink Programme. Newsom Consulting is exclusively retained on this role and will be conducting initial interviews. Suitable candidates will be shortlisted and brought through the next stages of the recruitment process.

## The Selection Process may include:

- Short listing of candidates by a selection panel, on the basis of the information contained in candidate applications and assessed against requirements of the position.
- A first interview, using competency-based questions and application screening
- Psychometric assessment and evaluation
- A second interview with a selection panel and a presentation if required.

## Shortlisting

In the event of a shortlisting exercise being employed; an expert board will examine the information provided in your application. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience in your application.

## Recruitment Timescales

Closing Date for applications – 5:30pm 28<sup>th</sup> November

Shortlisting – 14<sup>th</sup> December

TII 1<sup>st</sup> Interviews – early January 2024

TII 2<sup>nd</sup> Interviews – late January 2024

## Requests for Reasonable Accommodations

TII, in line with the Employment Equality Acts 1998-2021, will where required provide reasonable accommodation to accommodate the needs of a person who has a disability and will ensure that its services are accessible across the range of disabilities.

If you require reasonable accommodations made, please indicate this during the application process by emailing:

[pn@newsomconsulting.co.uk](mailto:pn@newsomconsulting.co.uk) or by writing to the following address: 210 Euston Road, London, NW1 2DA. If selected for interview, any requests for reasonable accommodation need to be accompanied by a medical/psychologist's report, the purpose of which is to provide Newsom Consulting with information necessary to make the decision on reasonable accommodation as promptly as possible. Newsom Consulting will consider each request on a case-by-case basis. All information provided will be treated as strictly confidential.

## Requests for Documentation/Information in an Alternative Format

All documents/information related to the application process is available in an alternative format. You can make a request for documents/information in an alternative format by emailing [pn@newsomconsulting.co.uk](mailto:pn@newsomconsulting.co.uk) or in writing to the following address: 210 Euston Road, London, NW1 2DA.

Please provide the following details when making a request:

- Name, address, contact details.
- Details of document/information being requested.
- The information format sought.

All requests will be acknowledged within 3 working days of receipt and will be dealt with within 10 working days. Where a delay in providing the requested information occurs,

Newsom Consulting will confirm the new date the person can expect to receive the information. If Newsom Consulting is unable to provide the requested information, the reason will be explained fully in writing to the person making the request.

### References

Applicants should begin to consider referees, names of people who you feel would be suitable for us to consult. TII will require the names and contact details for three referees. These referees do not have to include your current employer, but they should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only collect the details and contact referees should you come under consideration after preliminary interview stage.

Please note, should you be successful at final

interview, we will require references that can be taken confidentially prior to confirmation for appointment.

Any offer of employment made to a successful candidate will be subject to satisfactory reference verification, verification of academic and professional qualifications and any other necessary clearance processes.

### Medical

The successful candidate identified is subject to a pre-employment medical with TII's occupational medical provider.



# How to Apply

For further information and to apply, please email Jim Newsom in confidence at [jin@newsomconsulting.co.uk](mailto:jin@newsomconsulting.co.uk) quoting TII Metrolink Head of Procurement and Contracts in the subject line of the the email and include the following information:

- A comprehensive CV detailed as relevant to the position (no longer than 5 A4 pages).
- A cover letter/ personal statement outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position (no longer than 2 A4 pages).
  - Note that your cover letter should also identify key achievements which will demonstrate each of the competencies required by TII for this role

All applications must be submitted for consideration by email only.

**Closing Date:** The deadline for applications is no later than 5.30pm on **28th November 2023**

Please refer to <https://www.metrolink.ie/en/> for further insight into our client's organisation and business.

## For more information contact:

### Jim Newsom

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### Shay Dalton

T: + 353 1 661 0444

E: [info@steeringpoint.ie](mailto:info@steeringpoint.ie)

# Appendices

## Appendix A – Eligibility Conditions

### Health

A candidate for and any person holding the role must be fully competent and capable of undertaking duties attached to the role and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### Eligibility

Candidates should note that eligibility to commence the role is conditional upon candidates, where applicable, having the necessary requisite work permits/visas/permissions to enable them to work legally in this country.

In order to be eligible to commence the role, the candidate must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a valid permit/permission to work in the State.

### Certain Restrictions on Eligibility

Eligibility to compete may be affected where applicants were formerly employed by a Public Sector body and previously availed of a Public Service Redundancy or Incentivised Retirement Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government Circular (Letter LG (P) 06/2013)
- Collective Agreement: Redundancy Payments to the Public Service

### Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and NDP Delivery and Reform. People who availed of either of these schemes are not eligible to compete in this competition.



### **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)**

The department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER scheme that persons will not be eligible for re-employment in any Public Sector body] as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and NDP Delivery Reform will be required prior to re-employment. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

### **Declaration**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## Appendix B - General Data Protection Regulation (GDPR)

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018.

Newsom Consulting, as Data Controller, is committed to protecting all personal and special categories of data held on you. This Data Protection Notice sets out the foundation on which all personal data that Newsom Consulting collect from you, the “data subject”, or that you provide to us via several sources will be processed by us. We also want you to be clear as to what rights you can invoke to help you to protect your privacy. In this regard, it is important that you read this Data Protection Notice and understand our use of your personal data. Please note that we reserve the right to update this Data Protection Notice as required.

Our website <https://newsomconsulting.co.uk/privacy-policy/> clearly sets out our Privacy Policy and our approach and obligations under Data Protection legislation. Any queries in relation to DP should come through [in@newsomconsulting.co.uk](mailto:in@newsomconsulting.co.uk).

For Transport Infrastructure Ireland’s GDPR provisions in relation to recruitment please see TII’s website [TII's GDPR Recruitment Provisions](#)

For Steering Point’s GDPR provisions in relation to recruitment, please see <https://steeringpoint.ie/privacy-policy/>.

## Appendix C - Conditions of Service

Conditions of service will be applied in line with all relevant governmental circulars/procedures and policies applicable at time of placement.

### *Outside Employment*

Appointees to full-time positions may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service at the time of being offered an appointment.

In general, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Single Scheme can be found at <http://www.singlepensionscheme.gov.ie>. The maximum retirement age for most Single Scheme members is age 70.

Different terms and conditions related to superannuation and retirement may apply to candidates who have worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment, or is currently on a career break, or is on special leave with or without pay. The pension entitlements and maximum retirement age, if applicable, of such appointees will be determined in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e., non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment

during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing body will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

### **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

#### **Appointment post Ill-health retirement from Civil Service**

If successful in their application through the competition, the applicant should to be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

#### **Appointment post Ill-health retirement from public service:**

1. Where an individual has retired from a public service body his/her ill-health pension from that

employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.

2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

### **Additional Conditions Applicable to this Role**

**Unfair Dismissals Acts 1977-2015:** The Unfair Dismissals Acts 1977-2015 will not apply to the termination of the employment by reason only of the expiry of the fixed-term contract (e.g. the fixed-term or specified purpose) without it being renewed.

- **Organisation of Working Time Act 1997:** The terms of the organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.
- **Ethics in Public Office Act 1995 to 2001:** The Ethics in Public Office Acts 1995 to 2001 will apply, where appropriate, to this employment.
- **Official Secrecy and Integrity:** During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.
- **Probation Period:** A probationary period will apply to this position.

*The above is non-contractual and provides an overview of the principal conditions applicable to this role. It is not intended to be a comprehensive list of the terms and conditions of employment which will be set out in the employment contract.*

## Appendix D - Other Important Information

### Existing serving civil or public servant

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

### Suitability

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that TII is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

TII will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation by Newsom. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, Newsom may at its discretion, select and recommend another person for appointment on the results of this selection process.

### The importance of Confidentiality

We would like to assure you that protecting confidentiality is a priority. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Newsom, or who do not, when requested, furnish such evidence as Newsom require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### Candidates' Obligations

#### Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- Interfere with or compromise the process in any way.

A third party must not impersonate a candidate at any stage of the process.

- Candidates should note that contravention of the above provisions will lead to disqualification and will result in their exclusion from the process. Where a candidate has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## Core Competencies:

<p>Leading Others</p>	<ul style="list-style-type: none"> <li>• Shapes the culture and working ethos in line with organisational values</li> <li>• Leads, motivates and manages to optimise performance and effectiveness</li> <li>• Inspires, motivates and empowers their team to achieve organisational and personal goals</li> <li>• Balancing engagement and authority – tackling difficult issues proactively</li> <li>• Shows a very broad perspective and a long term view</li> <li>• Builds the potential of the organisation and mentors staff to optimise their contribution to the organisation in the long term.</li> </ul>
<p>Managing for Results</p>	<ul style="list-style-type: none"> <li>• Shows a strong bias towards execution, ensuring that high-level objectives are translated into practical implementation plans that achieve the expected outcomes</li> <li>• Adopts and applies innovative methods, sustainability principles and technologies to implement strategy and manage change.</li> <li>• Puts a strong emphasis on productivity and the efficient deployment of financial and human resources</li> <li>• Shows expertise in managing programmes to achieve expected benefits while meeting cost, schedule, quality and safety objectives</li> <li>• Measures and monitors financial performance and reports expenditure against budget / approved financial envelopes, manages financials and establishes efficiency metrics</li> <li>• Puts in place processes and systems that assign accountabilities clearly and that measure impact and value for money.</li> <li>• Understands risks and how to remove obstacles that threaten success</li> <li>• Taking accountability for meeting key business priorities</li> <li>• Leads successful contract negotiations</li> </ul>
<p>Communication and Managing Relationships</p>	<ul style="list-style-type: none"> <li>• Projects personal credibility and expertise to others and fronts the organisation in an authoritative manner.</li> <li>• Communicates effectively in a variety of settings including with government agencies and other government representatives</li> <li>• Successfully influences others by the effective use of information, understanding their audience and securing buy-in across the programme and its internal and external stakeholders.</li> <li>• Develops successful communication strategies on critical, sensitive or high profile issues.</li> <li>• Fosters strongly cooperative working relationships with senior colleagues both within and outside the organisation.</li> <li>• Applies appropriate relationship management strategies to effectively deliver business objectives and resolve disputes</li> <li>• Influencing stakeholders and overcoming resistance</li> <li>• Aligns strategic objectives with stakeholder needs and manages expectations.</li> </ul>

Establishing Strategy, Vision and Purpose	<ul style="list-style-type: none"> <li>• Shaping of strategy and policy at strategic level</li> <li>• Leads on preparing for and implementing significant change and reform</li> <li>• Anticipates and responds quickly to developments in the environment</li> <li>• Establishes and communicates a clear vision and sense of core purpose for TII in line with organisational objectives.</li> <li>• Shapes and champions this vision, translating it into practical terms that secures the buy-in across the organisation and its stakeholders.</li> <li>• Converts this vision into meaningful objectives and ensures that relevant structures and systems are aligned to deliver on these objectives.</li> </ul>
Building Partnerships and Stakeholder Relationships	<ul style="list-style-type: none"> <li>• Works effectively within the political process, recognising and managing the tensions arising from different stakeholders perspectives.</li> <li>• Anticipates where sensitivities and complexities may arise and plans his/her approach accordingly.</li> <li>• Represents the programme's view with integrity while negotiating skilfully to achieve mutually acceptable outcomes.</li> <li>• Shows diplomacy, discretion and tact in dealing with high tension situations.</li> <li>• Building long-term relationships with customers, colleagues and other stakeholders</li> <li>• Understanding the needs, concerns and pressures of others</li> <li>• Breaking business silos and encouraging cross-functional working</li> <li>• Proactive in providing support to others</li> <li>• Sharing knowledge, ideas and feedback with colleagues – this seems a bit basic at Programme Director level, I would delete it</li> </ul>
Judgement and Systemic Perspective	<ul style="list-style-type: none"> <li>• Takes a systemic overview of issues and evaluates them comprehensively in the context of the broad political and legal environment.</li> <li>• Considers and balances different strategic priorities for the programme and the wider stakeholder environment when making decisions</li> <li>• Is incisive and focussed on the priorities when evaluating problems.</li> <li>• Is a systems thinker, identifies knock on implications of decisions being made.</li> <li>• Provides and evaluates a number of solutions both in the immediate context and whilst considering the impact on longer-term objectives.</li> <li>• Identifies and manages risk appropriately</li> </ul>
Professional Integrity	<ul style="list-style-type: none"> <li>• Adheres to and promotes values and an ethical approach in keeping with the mission of TII.</li> <li>• Brings a consistently high level of personal and professional commitment to their role</li> <li>• Commits to the development and implementation of policies and programmes within the overall TII strategy.</li> <li>• Monitors and applies relevant legislation, policies and procedures to advance the TII strategic goals.</li> </ul>



	<ul style="list-style-type: none"><li>• Makes clear, timely and well-grounded decisions on important issues.</li></ul>
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